



## **PUBLIC INFORMATION OFFICER (B)**

The City of San Antonio's Communications and Public Affairs Department is recruiting for a Public Information Officer. This position is responsible for performing journalistic and public contact work for the development of informational materials, news releases, and other actions necessary to prepare materials for release. Provides public relations support for a City departments to improve the timely and accurate distribution of information to the public. This position exercises technical supervision over clerical, technical, or para-professional staff.

**Essential job functions include but not limited to the following:** serves as City Public Information Officer; develops public relations/marketing campaigns; confers with departments to assist in preparing public relations/marketing campaigns; develops communications plans; writes newsletters; writes news releases; coordinates news conferences; assists with the gathering of information and writing of Annual Report; develops and writes Public Service Announcements; purchases media ads; develops brochures and pamphlets; arranges for the distribution of news releases, pamphlets, and special articles; writes and edits scripts for the Government Access channel; attends committee/commission meetings and public hearings on behalf of department; acts as contact person for the news media; writes and produces informational city services videos; writes and produces segments for the Government Access channel; assists as a Public Information Officer during Emergency Operations Center activations; performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of marketing principles, methods, and techniques. Knowledge of public relations principles, practices, and techniques. Knowledge of journalistic principles, practices, and procedures. Knowledge of television production procedures, audience needs, and producer's goals. Skill in operating a personal computer and utilizing rudimentary software. Skill in utilizing desktop publishing programs. Ability to utilize marketing principles to create a successful plan. Ability to coordinate with other organizations. Ability to establish effective relationships with co-workers, supervisors, the general public and other professionals in the public information field. Ability to research, gather, write, and graphically present information and prepare it for publication. Ability to communicate clearly and effectively, both verbally and in writing. The successful candidate should possess a Bachelor's Degree from an accredited college or university with major coursework in Journalism, Public Relations, Communications, or a related field. Three years professional experience in Public Relations. A valid Class "C" Texas Driver's License or obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing and references, background checks and credential verification.

**Salary is negotiable, depending on experience and qualifications.** Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, salary history, and a resume (detailing work and education history, including dates of work assignments) and three to five work references with contact information to: City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. Date posted: 09/27/07 – 10/04/07.

For additional information contact Rita Aguilar at (210) 207-7290.